

City of Chattanooga, TN
Personnel Class Specification

CLASS CODE 1404

FLSA: Exempt

CLASSIFICATION TITLE: FISCAL COORDINATOR

PURPOSE OF CLASSIFICATION

The purpose of this classification is to develop, monitor, and present the departmental budget of assigned division to management and City finance officers. Duties and responsibilities include, but are not limited: performing professional-level accounting and budget analysis duties; analyzing past and present expenditures to formulate forecasts for expected expenditures; reviewing financial records, administrative commitments, obligations and budget policies to forecast expected budget requirements; and performing other duties as required. Duties and responsibilities may vary, depending upon department assignment.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Prepares budget requests for assigned division; analyzes budget data for inconsistencies and/or errors; combines and consolidates budget requests on approved budget forms for computer entry; enters budget request and current information into spreadsheets; reviews recommended budget requests with administrator, division heads and City finance officers.

Analyzes financial records, administrative commitments, obligations and other information using budget policies; forecasts expected budget requirements; discusses findings with management; makes suggestions and recommendations accordingly.

Monitors budget requests; reviews payment documents for accuracy and funding in accordance with approved budgets; analyzes financial and accounting reports for problems and advises supervisors and/or provides resolution.

Conducts research and collects information regarding present and past expenditure patterns; utilizes information to forecast and regulate future spending; develops alternate approaches to forecasting and budgeting problems and procedures;

discusses actual expenditures versus budget data with departmental supervisors as required.

Provides external auditors with appropriate financial records; explains, defends, or argues audit conclusions reached by auditors; discusses audit findings with supervisor and/or department head;

Utilizes budget information for rate analysis; reviews rate structures utilized by other municipalities or organizations; develops long-term rate projections based on usage trends; develops and calculates various rates and charges; prepares notifications for rate changes.

Prepares departmental collection reports, purchase orders, vouchers, and other documents as required; initiates bad debt collection procedures with City Attorney's office.

Initiates and/or prepares payment documents and payroll documents; approves documents during absence of assigned supervisor; records data into payroll system; resolves issues and/or problems related to documents.

Reviews accounts receivable agency reports; prepares listings for fiscal year end; submits to requesting director or management; performs basic accounts receivable functions as required.

Monitors personnel system and maintains departmental position status; reports over-time hours to administrator; inputs employee leave data into computerized databases; ensures accurate balances are maintained; distributes leave reports and answers employee questions regarding leave requests.

Prepares forms for new hires, promotions, demotions and terminations; reviews employment forms for accuracy and completeness; makes recommendations for changes where necessary;

Composes, types and/or prepares various correspondence, letters, memoranda and specialized reports and documents for assigned department; reviews for accuracy and completeness; makes copies and files for departmental use and future reference.

Attends meetings, seminars, workshops and other training classes as necessary to keep apprised of changes in legislation and/or current industry trends; serves on various committees and/or boards as they relate to daily performance of assigned duties.

Serves as liaison between assigned department and City financial officers, internal auditors, and other city departments; interprets and answers budget inquiries; provides information where necessary.

Develops new databases, spreadsheets, forms and other documents for task specific purposes as required; makes changes as appropriate.

Sets up new accounts for customers; maintains and makes adjustments of accounts when justified; ensures accuracy, confidentiality and integrity of all information.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in accounting, finance, business administration, or closely related field; supplemented by one (1) to two (2) years previous experience and/or training involving accounting, bookkeeping, budgetary preparation, and related areas required; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.